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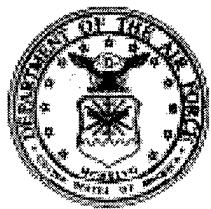
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**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 16-102

1 MAY 1997



Operations Support

**LATIN AMERICAN COOPERATION
(LATAM COOP) FUND**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 16-1, *International Affairs*. Activities which use the LATAM COOP Fund to support Latin American cooperation, must follow this instruction, which carries out 10 U.S.C. § 1050. Submit requests for expenses not addressed in this instruction to the Americas Division, Deputy Under Secretary of the Air Force, International Affairs (SAF/IAL), Washington DC 20330-1080.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision streamlines program requirements and updates organizational names and activities.

Chapter 1

LATAM COOP FUND PROGRAM MANAGEMENT

1.1. Congressional Authority. Under 10 U.S.C. § 1050, the Secretary of the Air Force may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses necessary for Latin American cooperation.

1.2. Program Management. The Deputy Under Secretary of the Air Force for International Affairs (SAF/IA) establishes policy and approves annual funding for LATAM COOP.

1.2.1. The Chief, SAF/IAL administers the LATAM COOP Fund, guides parts of the program assigned to HQ USAF and non-theater commands, and advocates the program in all phases of the Planning, Programming, and Budgeting System.

1.2.1.1. Send correspondence regarding the LATAM COOP Fund to SAF/IAL, Room 5A332, 1080 Air Force Pentagon, Washington, DC 20330-1080. Send messages to OSAF WASHINGTON DC/IAL//. Telephone numbers: Commercial (703) 697-0592 or DSN 227-0592. Fax: Commercial (703) 693-8583 or DSN 223-8583.

1.2.2. The Chief, Programs Division, Deputy Undersecretary of the Air Force for International Affairs (SAF/IAX) consolidates SAF/IA budget requirements, including the LATAM COOP budget and submits to the 11WG/FM.

1.2.3. 11WG/FM submits requirements of the LATAM COOP program to the Deputy Assistant Secretary of the Air Force, Financial Management and Comptroller, Budget (SAF/FMB) for inclusion in the annual Air Force budget.

1.2.4. The Commander, US Southern Air Force (SOUTHAF) under SAF/IAL's guidance, administers the part of the LATAM COOP program that SAF/IA assigns.

1.2.5. The Dean of Faculty, US Air Force Academy (USAFA), under SAF/IAL's guidance, administers the part of the LATAM COOP program that SAF/IA assigns.

Chapter 2

LATAM COOP FUND USAGE

2.1. Purpose . The LATAM COOP Fund advances the influence and prestige of the United States and the US Air Force within Latin American countries (South and Central America, Mexico, the Lesser and Greater Antilles, and all Caribbean islands).

2.2. Unauthorized Uses . Do not use LATAM COOP funds for:

- 2.2.1. Funding official travel to replace or supplement money allotted to Foreign Military Sales (FMS) cases, programs funded by FMS surcharge money, or other security assistance programs.
- 2.2.2. Materials or services normally charged to other Air Force funds.
- 2.2.3. Expenses to circumvent or supplement other legal provisions.
- 2.2.4. Christmas or greeting cards.
- 2.2.5. Gifts intended to repay courtesies or hospitality.
- 2.2.6. Gratuities or allowances (except standard tipping practices).
- 2.2.7. Paying for unit or individual training programs or courses.
- 2.2.8. Official functions that don't encourage cooperation with Latin American countries.
- 2.2.9. Expenses for personal items, for entertaining US officials, or for personal social amenities.
- 2.2.10. Telephone calls (except for official business).
- 2.2.11. Significant changes from the official itinerary for leisure activities or entertainment requested by authorized guests.

2.3. Authorized Uses . Initiatives in operations, logistics, and safety have the highest payback for US Air Force and government interests and should be emphasized. Initiatives involving public affairs, legal and medical exchanges are also important in military-to-military relations and should take precedence over non-operational initiatives. Use this fund for:

- 2.3.1. Exchanges, orientations, or visits to familiarize people with organizations, leaders, subject matters, and distinguished visitors.
- 2.3.2. Receptions, lunches, dinners, and cultural events that honor prominent Latin American officers or students in the United States. Spend no more than five percent of the LATAM COOP budget on these activities.
- 2.3.3. Official mementos and items exchanged according to US and Latin American customs. Limit expenses to \$100 per item, except for wreaths placed on foreign national shrines or graves.
- 2.3.4. Translation or interpreter services supporting goals of the LATAM COOP Fund.
- 2.3.5. Official travel and subsistence for Latin American officers and students while they visit the United States or US installations or activities overseas.

2.3.6. Travel and subsistence for Air Force representatives in the United States or overseas who are traveling solely to foster cooperation with Latin American countries. When US personnel escort an official party, use only the minimum number required.

Chapter 3

PROGRAM REQUIREMENTS/SEQUENCE OF EVENTS

3.1. Annual Budget Request . SAF/IAL issues a one-year budget request in March each year to potential users (MAJCOMs, Security Assistance Organizations (SAOs), Defense Attaché Offices (DAOs), Field Operating Agencies, and other units that work directly with Latin American air forces). SAF/IAL develops the annual budget from the responses to this request, and then forwards them through SAF/IAX to 11WG/FM, which acts as the major command for all LATAM COOP funds.

3.1.1. Units Assigned to CONUS: Submit program requests for LATAM COOP funds to SAF/IAL by 1 June each year.

3.1.2. Units Assigned to Theater: Country SAOs consolidate, prioritize, and submit one program request per country to USSOUTHAF/LA, Davis Monthan AFB, AZ. USSOUTHAF/LA, in turn, consolidates and prioritizes these inputs into one theater request and submits to SAF/IAL by 1 June each year.

3.1.3. Short Notice Requirements. If an agency requires immediate initiative funding or wants to add requirements to its approved program, forward requests through the channels in **3.1.1.** and **3.1.2.** above.

3.2. Submitting Program Requests . SAOs in SOUTHCOM and ACOM AORs, and Mexico send their requests to SOUTHAF/LA. All other agencies send their requests to SAF/IAL through their chains of command. Include in the program submissions:

3.2.1. Short title.

3.2.2. Sponsoring agency (command, base, organization). Include a point of contact, plus DSN and commercial voice and fax numbers.

3.2.3. Proposed dates and details.

3.2.4. Cost estimates in dollars for travel, per diem, meals and lodging, gifts and mementos, or other specified expenses. Total these amounts.

3.2.5. How the initiative will meet national, theater, and service goals in Latin America and benefit the Air Force.

3.2.6. Any other information important to the interests of the US Air Force, DoD, or US Government.

3.3. Approving Programs . SAF/IAL ensures all proposals follow this instruction and contribute to regional cooperation and the USAF's overall strategy. After SAF/IAL approves a request in concept, they inform the requesting agency, including what changes are required or recommended and how much money is available.

3.4. Coordinating Activities . The requester and the base project officer must coordinate public-relations activities, itineraries, transportation, and billeting. Visit authorizations for foreign visitors to USAF installations must be requested from SAF/IAD at least 30 days prior to desired visit dates. Follow the Foreign Clearance Guide whenever US personnel visit foreign locations.

3.5. Planning Social Functions . When honoring Latin American guests at social functions, use an appropriate ratio of Department of Defense (DoD) personnel to non-DoD guests. Identify participants by name, rank, job title, and whether the guest is DoD or non-DoD. DoD personnel includes military members, DoD civilians, cadets, reservists on active duty, members of the National Guard, and their spouses. Invite only the number of guests necessary to extend proper courtesy to the guests of honor. When planning limits on percentages and dollars, count official guests as those invited rather than those attending. Observe the following ratios of DoD to non-DoD guests:

- 3.5.1. When inviting fewer than 30 people, limit DoD guests to 80 percent.
- 3.5.2. When inviting 30 or more people, limit DoD guests to not more than 50 percent.

3.6. Choosing Transportation . Use the carrier, route, and class of service assigned by the local transportation officer under Joint Federal Travel Regulations.

3.7. Initiative Closeout . When the initiative is complete, responsible personnel will complete the following actions, where applicable:

- 3.7.1. The imprest fund cashier or paying agent must clear the LATAM COOP fund cite by following this instruction and finance instructions.
- 3.7.2. For SOUTHAF/LA or USAFA initiatives, paying agents or individual travelers will forward copies of all documentation, travel orders, settled travel vouchers, guest lists, settled accounts, and receipts to SOUTHAF/LA or USAFA/FM within 15 calendar days after the activity ends.
- 3.7.3. For all other LATAM COOP Fund initiatives, paying agents or individual TDY travelers will forward copies of all documentation, travel orders, settled travel vouchers, travel itineraries, guest lists, settled accounts, and receipts to SAF/IAL within 15 calendar days after the activity ends. Special project managers must ensure personnel comply with this paragraph. Examples are the USAF System of Cooperation Among the American Air Forces (SICOFAA) Liaison Officer for SICOFAA-directed travel and DAOs or SAOs for escorted visits to the United States.
- 3.7.4. Following each LATAM COOP initiative, an after-action report will be completed, including comments concerning the effectiveness of the initiative in meeting its stated purpose and the goals of the specific agency program. Include any recommendations for follow on initiatives needed to further these objectives. Forward copies of these reports to all concerned agencies and SAF/IAL at the address listed in **1.2.1.1.** above. Also forward end-of-the-year program summaries, where appropriate.

Chapter 4

FUNDING AND ACCOUNTING

4.1. Funding Distribution . 11WG/FM distributes funds by issuing an Operating Budget Authority to each installation with recurring requirements. 11WG/FM funds non-recurring requirements through fund cite authorizations.

4.2. Approving and Accounting for Funds . SAF/IA must approve all requirements in writing before committing US Air Force funds. Submitting program estimates or immediate initiative requests does not constitute LATAM COOP fund authorization or approval.

4.2.1. If an agency receives an Operating Budget Authority from 11WG/FM, supplement this instruction to establish approval authority for the central fund and to control and account for government money.

4.2.2. If an agency receives a fund citation authority for a specific initiative, issue travel orders, and/or provide an imprest fund cashier or paying agent with orders according to procedures from the local accounting and finance office. People from this office brief paying agents or imprest fund cashiers on how to document accounts and where to send these documents. To clear all accounts, retain copies of the DD Form 1081, **Statement of Agent Officer's Account**.

4.2.3. An agency must not obligate more than the amount authorized per initiative without prior written approval from 11WG/FM.

4.2.4. Each accounting and finance office must account for obligations by the appropriate Air Force Element of Expense and Investment Code (EEIC). File temporary duty and per diem claims under 40X EEICs. Charge expenses for official entertainment or mementos to EEIC 592.

4.2.5. Imprest cashiers or paying agents, are liable for funds obligated or accepted.

4.2.6. Those responsible for an initiative should not pay state or local duties and taxes on official US government functions. Coordinate with the vendor or service (hotel, restaurant, etc.) and follow state laws to document tax-exempt status. As a result of different state laws, some vendors or services accept US Tax Exemption Certificates (SF 1094, **US Tax Exemption Certificate**), but others accept only US Government Purchase Orders.

4.2.7. An agency must send a copy of each obligation document (e.g., TDY order, purchase order, paying agent orders) and its respective accounting documentation to 11WG/FM within ten working days after completing the initiative.

ROBERT D. BAUERLEIN
Deputy Under Secretary, International Affairs